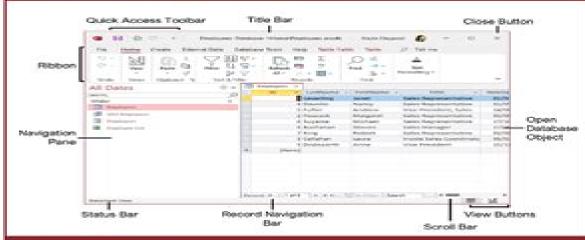




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### The Access Program Screen



### Access Basics

Open a Database. Click the File tab and select Open, or press Ctrl + O.

Save a Database. Click the Save El button on the Quick Access Toolbar, or press Ctrl + S. Choose a location where you want to save the file. Give the file a name, then click Save.

Use the Navigation Pane, Click the All Access Objects. ® button at the top of the Navigation Pane and select the type of object(s) you want to chapter.

Open a Database Others Double-click an object in the Navigation Pane.

Mooth a Database Check in Design View Click the View IX button list amove and select Design View.

Swhoth Object Tabs, If you have multiple objects open, click the tab for the object you want to deplay.

Renome a Database Object in the Navigation. Pane, right-click the object you want to rename and select **Rename**. Type a new name, and press Enter.

Detecte a Detectance Object. Select the object you want to delete in the Navigation Pane, press the Delete key, and click Yes.

Get Help. Press F1 to open the Help pane. Type your question in the Search field and press Enter.

Close × button in the upper-right corner of the window.

Close a Database: Click the File tab and select Close.

### Database Objects

- Tables store a database's data in rows (records) and columns (fields).
  - Queries ask a question of data stored in a table.
- Forms are custom screens that provide an easy way to enter and view data in a table or query.
- Reports present data from a table or query in a printed format.
- Macros automate several tasks into a single command.
- Modules automate commands using Visual Basic. Modules are similar to macros, but are more complex.

## Keyboard Shortcuts

Create a new database	Ctrl + N
Open a database	Ctrl + O
Close a database	_ Ctrl + W
Close Access	Alt + F4
Print ournent view	Ctrl + P
Help	F1
Delete record	Ctrl + -
Cancel changes	Esc
Insert date	Ctrl + ;
Insert time	Shift + Ctrl
	- 13
Insert value from same	
field in previous position	Ctrl + *
Spell check	FT
Switch applications	Alt + Tab

### **Navigation**

The state of the s

table rows	7.4
Move between query or	
	Tab
Previous field	Shift - Tab
Next screen	Page Down
Previous screen ,	Page Up
First record	Ctrl + T
Last record	Ctrl + 4
Go to a specific record	F5
Toggle Navigation Pane	F11

#### Editing

Cut	 	Ctri	1	<b>X</b>
Copy		Ctri	٠	0
Paste		CHI	+	W
Undo	 	Ctrit		Z.
Redo	 	CIVI		W.
Find	 	Ctri	*	pr.
Riepkace		Ctrl		100

## Design View

Autoria President nation	THE PERSON
Open object in Design	
Wew	Ctrl + Enter
Save object	Ctrl + S
Switch to Form view	F5

date in Windows

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**LP Steffe** 

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